

**CONSTITUTION OF THE  
ENGINEERING GRADUATE STUDENT ASSOCIATION  
VITERBI SCHOOL OF ENGINEERING  
UNIVERSITY OF SOUTHERN CALIFORNIA**

Revised October 27, 2006

**ARTICLE I - ORGANIZATION**

**Section 1 - Name**

The name of this organization shall be the Engineering Graduate Student Association of the University of Southern California, hereafter referred to as "EGSA".

**Section 2 - Purpose**

The purpose of EGSA is to provide a forum to promote interaction among the graduate students of the Viterbi School of Engineering at the University of Southern California and, whenever possible, address the needs and concerns of the Engineering graduate students at USC.

**Section 3 - Membership**

The regular membership of this organization shall consist of all full-time and part-time graduate students enrolled in the Viterbi School of Engineering at the University of Southern California.

**ARTICLE II – SENATE, TERMS OF OFFICE AND GPSS REPRESENTATION**

**Section 1 - Name**

All powers of the graduate student body of the Viterbi School of Engineering at USC shall be vested in the EGSA, as represented by the EGSA Board, hereafter referred to as the "Board."

The "Board" will consist of two voting groups and one non-voting group, the "Executive Board", the "Senators", and the "Ex-officio" respectively. The "Executive Board" shall consist of the President and the Vice Presidents. The "Senators" shall consist of the elected Department Representatives. The "Ex-officio" shall consist of the Executive Advisor and the EGSL. The Executive Advisor will be an advisor to the Board and the EGSL shall sit on the Board as a liaison, neither shall have voting power.

**Section 2 - Membership**

The voting membership of the Board includes the elected EGSA board members, each holding one of the following positions:

- A. Officer: President
- B. Officer: Vice President of Finance
- C. Officer: Vice President of Programs
- D. Officer: Vice President of Communications

E. Department Representative of following departments:

Aerospace & Mechanical Engineering  
Astronautics & Space Technology Div.  
Biomedical Engineering  
Computer Science  
Civil & Environmental Engineering  
Chemical Engineering & Materials Science  
Electrical Engineering  
Industrial & Systems Engineering

with number of representatives from each department based on current enrollment figures:

Number of Students Enrolled: Number of Senator positions

001-249: 1 Senator position  
250-499: 2 Senator positions  
500-749: 3 Senator positions  
750-999: 4 Senator positions  
and so on.

The number of senators for a department will be determined in such a way that there will be 1 senator for every 300 enrolled students. However, a linearity cap will be imposed on the number of senators for a department by taking the third highest number of senators for a department and making that the linearity cap. Department(s) that has(have) the second highest number of senators will now have its number of senators be one more than the linearity cap. Department(s) that has(have) the highest number of senators will now have its number of senators to be two more than the linearity cap.

The non-voting membership of the Board includes the two appointed EGSA members, holding one of the following positions:

- A. Ex-officio: Executive Advisor
- B. Ex-officio: EGSL

### Section 3 - Terms for Senators

- A. All Board members must be enrolled as engineering graduate students at USC to be eligible to be a Board member.
- B. All Board members serve a term, beginning from the day after graduation of the current year or the day elected whichever comes later, to the graduation day in the following year.
- C. Any Board member may be removed from office by a vote of at least two-thirds of the Board upon receiving advanced notification, in cases where the Board member consistently fails to perform the required duties of that position without a justifiable reason.

### Section 4 – Graduate and Professional Student Senate (GPSS) Representation

- A. The GPSS Full Board Members for the Viterbi School of Engineering will be primarily selected from the Executive Board upon approval by a majority of the EGSA Board.
- B. If there are conflicts for the Executive Board members attending the GPSS Full Board meetings, any Department Representative may be appointed to represent the Viterbi School of Engineering at GPSS based on approval from a majority of the Board.

- C. GPSS has a fluctuating number of GPSS Engineering Senators depending on the Viterbi School of Engineering enrollment from year to year. These GPSS Engineering Senator seats shall be filled by Executive Board members first, upon approval of the Board. Any remaining seats shall be filled by a Department Representative with the Board's approval.
- D. The Department Representatives that are to fill the vacant seats are to be determined by a Board meeting that is prior to each GPSS Full Board meeting.
- E. A Department Representative may volunteer to fill the vacant seat with the Board's approval. If there are no volunteers then the Executive Board is to appoint a Department Representative to attend the GPSS Full Board meetings.

## ARTICLE III - OFFICERS AND DEPARTMENT REPRESENTATIVES

### Section 1 - President

- A. The President shall
  - 1. Oversee EGSA activities and current belongings
  - 2. Organize and conduct General and Board Meetings as the Chair of the Board
  - 3. Reserve rooms for regular Board meetings and the General meetings
  - 4. Meet with the EGSA Advisor regularly to address concerns of the organization and its members
  - 5. Coordinate with other people and student organizations associated with events for EGSA members
  - 6. Attend GPSS Full Board Meetings, upon approval of the EGSA Board
- B. If this position is ever vacant, any Vice President of EGSA may assume this position based on a majority vote of the Board. Otherwise, a Department Representative shall be appointed to the vacant position by a majority vote of the Board.

### Section 2 - Vice President of Finance

- A. The Vice President of Finance shall
  - 1. Manage the budget and finances of EGSA
  - 2. Be responsible for purchasing and budget requests for EGSA
  - 3. Keep track of receipts and close out budget grants
  - 4. Maintain a record of all budget requests and expenditures
  - 5. Attend the Board and General meetings of EGSA
  - 6. Attend GPSS Full Board Meetings, upon approval of the EGSA Board
- B. If this position is ever vacant, any Vice President of EGSA may assume this position based on a majority vote of the Board. Otherwise, a Department Representative shall be appointed to the vacant position by a majority vote of the Board.

### Section 3 - Vice President of Programs

- A. The Vice President of Programs shall
  - 1. Be responsible for the overall organizing of events for all EGSA members
  - 2. Reserve all venues for EGSA events
  - 3. Promptly send event details such as time, location and description to the Vice President of Communications for distribution and posting online
  - 4. Attend the Board and General meetings of EGSA
  - 5. Attend GPSS Full Board Meetings, upon approval of the EGSA Board
- B. If this position is ever vacant, any Vice President of EGSA may assume this position based on a majority vote of the Board. Otherwise, a Department Representative shall be appointed to the vacant position by a majority vote of the Board.

#### Section 4 - Vice President of Communications

- A. The Vice President of Communications shall
  1. Maintain and regularly update the EGSA website at <http://viterbi.usc.edu/egsa/>
  2. Write minutes for all meetings of EGSA and post them on EGSA Internal Website
  3. Handle mail and e-mail correspondence of EGSA via [egsa@usc.edu](mailto:egsa@usc.edu)
  4. Maintain the approved Constitution and Bylaws of EGSA
  5. Generate and e-mail announcements of EGSA events to Department Representatives
  6. Produce flyers of EGSA events and distribute them to Department Representatives for posting
  7. Attend the Board and General meetings of EGSA
  8. Attend GPSS Full Board Meetings, upon approval of the EGSA Board
- B. If this position is ever vacant, any Vice President of EGSA may assume this position based on a majority vote of the Board. Otherwise, a Department Representative shall be appointed to the vacant position by a majority vote of the Board.

#### Section 5 - Department Representative

- A. The Department Representative shall
  1. Distribute official EGSA e-mail to the graduate student mail lists of the department represented
  2. Run at least one activity each semester for the department represented
  3. Assist with the EGSA activities and post EGSA flyers in the department represented
  4. Communicate with the Chair(s) of the department represented to address departmental issues
  5. Attend the Board and General meetings of EGSA
  6. Attend GPSS Full Board Meetings, upon appointment by the EGSA Executive Board approval of the EGSA Board
- B. If this position is vacant for a department, an EGSA member from that department may be appointed to the vacant position by a majority vote of the EGSA Board.

#### Section 6 – Executive Advisor

- A. The Executive Advisor shall
  1. Be an advisor primarily to the Executive Board in addition to being advisor to the Board
  2. Be a primary resource to the President and Vice Presidents
  3. Be knowledgeable of the history of EGSA and the current standing of the organization
  4. Be in strong communication with the Executive Board as to assure the endeavors of the Executive Board reaches their full potential
  5. Attend the Board and General meetings of EGSA
- B. If this position is vacant, the Board has the option of filling this position by majority vote of the EGSA Board. This position is to be filled by an individual that has served on the Board in an official capacity.
- C. This position need not be filled unless an exceptionally qualified candidate with at least one full year of EGSA Board experience is available.

#### Section 7 – EGSL

- A. The Engineering Graduate Student Liaison shall
  1. Act as a representative of the graduate engineering student body who acts within the Graduate Viterbi School of Engineering as an ombudsman for students' rights and concerns
  2. Serve as a channel of communication regarding student concerns between EGSA, the Graduate Viterbi School of Engineering, and GSIR of GPSS
  3. Work in conjunction with the GSIR to address issues of concern of Graduate Engineers

4. Attend the Board and General meetings of EGSA and keep the Board up to date with their latest projects
  5. Read the minutes and stay abreast via contact with the Executive Board
- B. If this position is vacant, the President shall work in conjunction with the Viterbi School of Engineering to have this position filled based on the protocol outlined by the Viterbi School of Engineering.

#### ARTICLE IV - AMENDMENTS

Amendments to Constitution and Bylaws for the Engineering Graduate Student Association are to be submitted in writing before approval. To become effective, amendments must be approved by at least two-thirds of the Board.

#### ARTICLE V - AFFILIATIONS

- A. This organization is a recognized student organization at the University of Southern California, but is not a part of the University itself.
- B. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.
- C. EGSA accepts full financial and production responsibility for all activities it sponsors.
- D. EGSA agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of ASP differ, the policies and regulations of USC will take precedence.
- E. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval and consent of the Offices of Student Activities, Risk Management and/or General Counsel.